


Establishing Your LinkedIn Learning Account

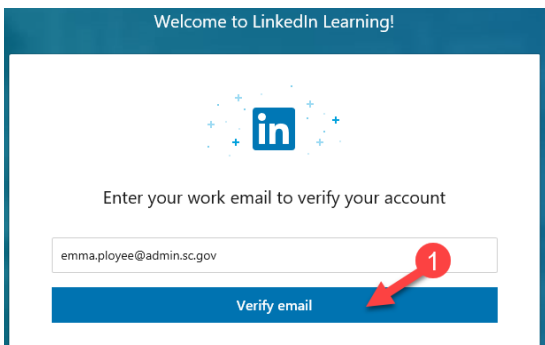
These step-by-step instructions show how to log in to LinkedIn Learning from the link embedded in the email you received from your agency's HR Director.

CREATING YOUR ACCOUNT

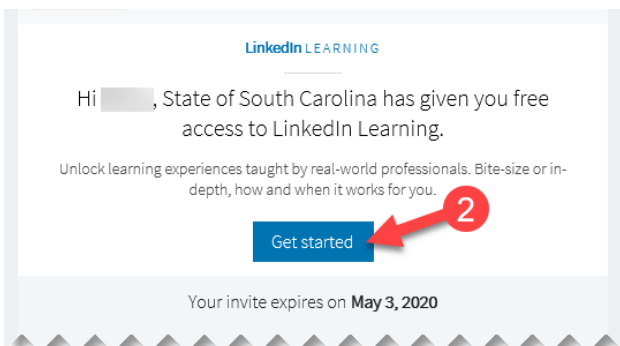
Begin setting up your account by clicking on the **link in the email** received from your agency's HR Director. This will take you to www.linkedin.com/learning/activate.

 <https://www.linkedin.com/learning/activate>

1. Enter your **work email address from the displayed webpage**. Then click **Verify email**.



2. Open your email, locate the message from LinkedIn Learning and click **Get Started**.



3. A screen displays asking if you **would like to connect your LinkedIn Learning account**. (**Do not associate your personal account**.) Click **Continue without LinkedIn**.



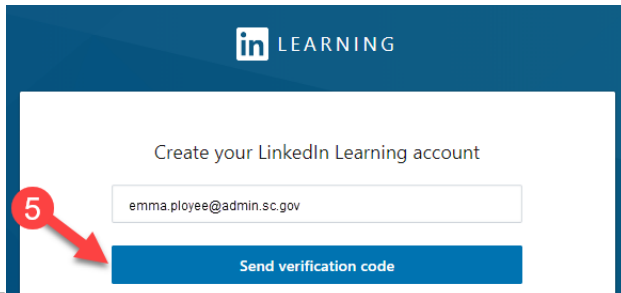
4. A pop-up window displays asking, "Are you sure?" Click **Don't connect my account**.



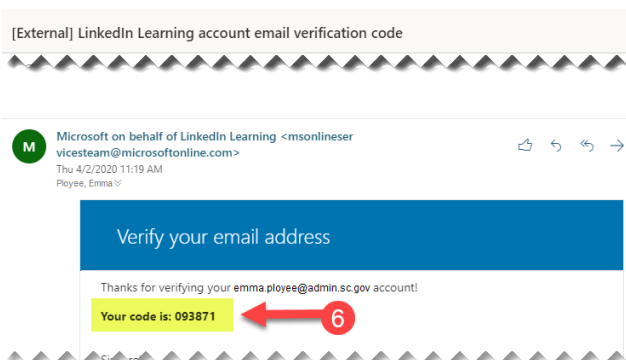
If you have difficulty utilizing this process, contact your IT Department or the Statewide Training Department (803) 603-6201.

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5. Click **Send verification code**.

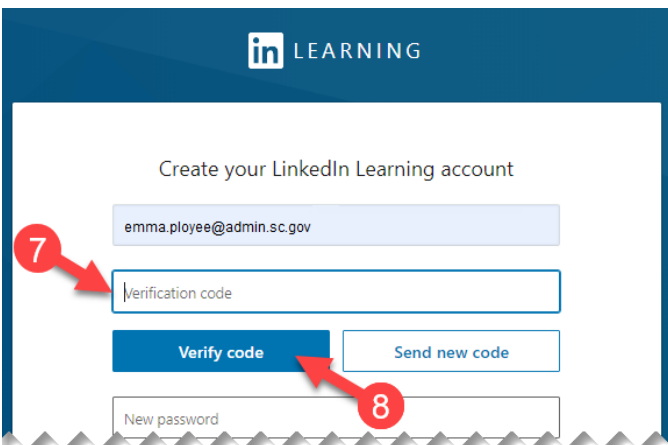


6. Open the **verification code email** and note the **code**.



7. Enter the **verification code** you noted in Step 6.

8. Click the **Verify code** button.

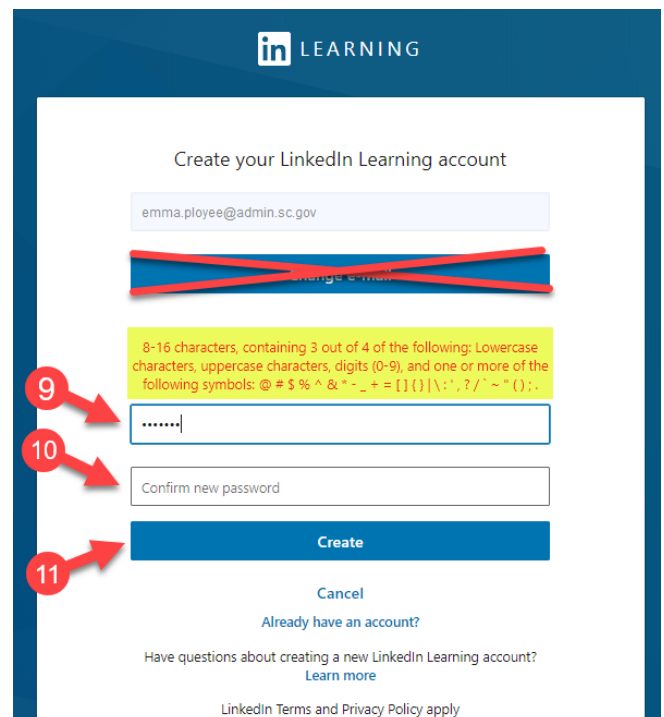


9. Click in the **new Password field** and **enter a password** for your LinkedIn Learning account.

10. Click in the **Confirm new password** field and **re-enter the password**.

11. Click the **Create** button.

NOTE: Do NOT change your email address.



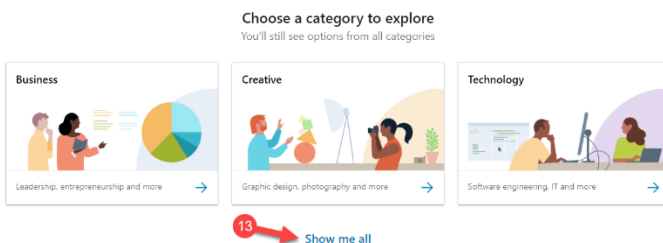
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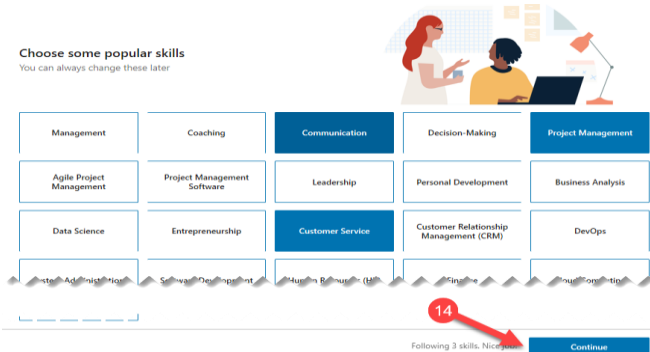
12. A Welcome to **LinkedIn Learning** screen displays. Click **Sounds good**.



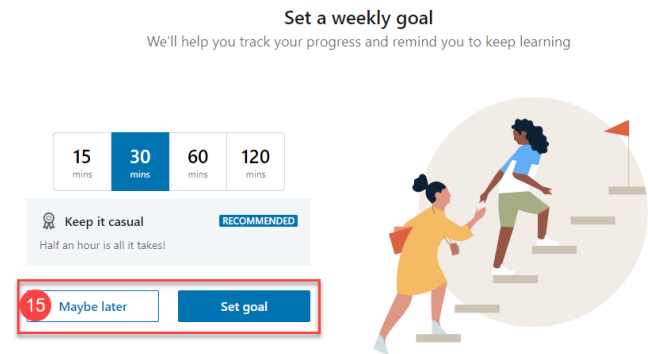
13. Choose a **category** to explore or **Show me all**.



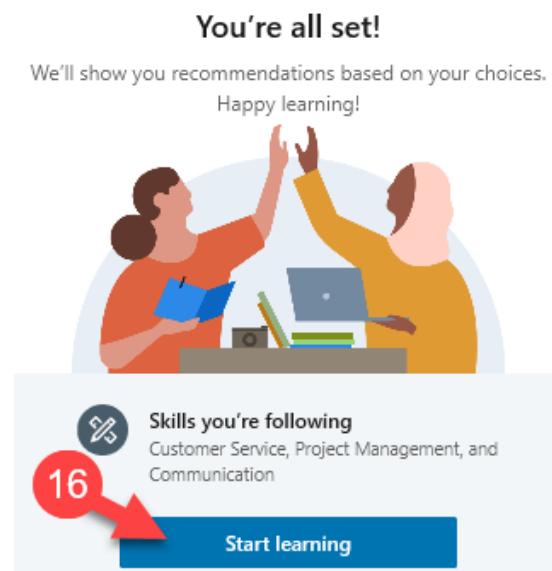
14. Choose some relevant skills. Then click **Continue**. (You may also choose some business skills on the next screen.)



15. You may **set a weekly goal** or click **Maybe later**.



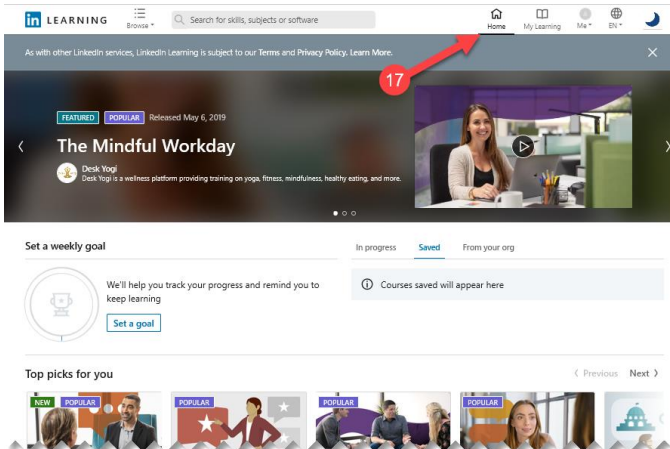
16. You're all set! Click on **Start learning**.



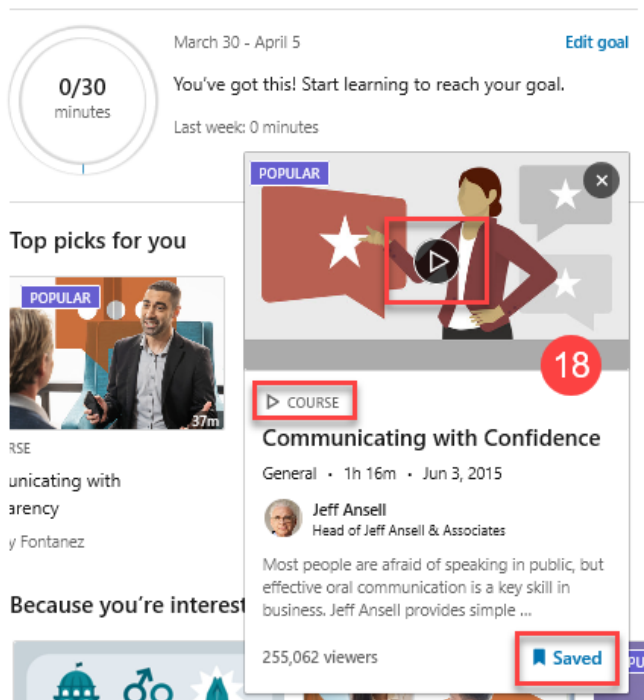
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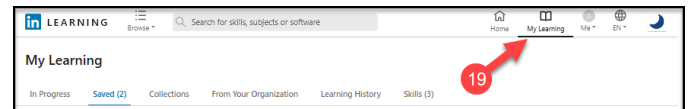
17. The **LinkedIn Learning homepage** displays.



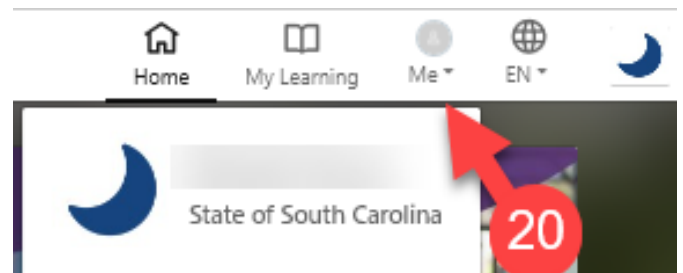
18. Hover over a course to see more information, view a short snippet of the course, take the course or save the course.



19. Click the **My Learning** icon in the upper right corner of the page to view your **personal dashboard**.



20. Click the **Me** icon to **sign out**.



To **return** to your LinkedIn Learning account, go to **www.linkedin.com/learning**.



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